

## CORRECTIONS OFFICER

Public Notice is hereby given of an open competitive examination to establish an eligible list for the position of Corrections Officer in the classified service of the City of Parma, Ohio. **Parma is an equal opportunity employer and strongly encourages minorities to apply.**

### FILING OF APPLICATION

Applications must be made on the regular application form obtainable at the office of the Parma Civil Service Commission. Your application must be filled out and filed with the Commission by 4:30 p.m., Monday, July 18, 2022. **There is a \$15 nonrefundable fee to take the written exam. Fee is due upon filing application (payable in cash or money order made to the City of Parma - NO PERSONAL CHECKS).** The application fee will be waived with proof of financial hardship.

### EXAMINATION

Time: 5 p.m. (in the evening) on Tuesday, July 19, 2022  
Place: Parma Memorial Hall, 6617 Ridge Road, Parma, Ohio 44129  
Type of Exam: Job-related definitions, data interpretation, logic and deductive reasoning, judgement, work relations, etc. A score of 70 percent will be required to pass.

**NOTE:** The written exam may be suspended if shown to be impractical because of insufficient number of qualified candidates. The candidates will then be ranked by the Civil Service Commission in a standard manner based on the information, records or other data related to a candidate's ability to perform the duties of the position.

### MINIMUM REQUIREMENTS FOR ENTRANCE TO THE EXAMINATION

Experience: Must be 21 years of age. Provide a certified copy of BIRTH CERTIFICATE with application.  
Education: High School Diploma or GED certificate. Provide ORIGINAL DIPLOMA or GED Certificate with application.  
License: Must have valid Ohio Driver's license. Provide Original OHIO DRIVER'S LICENSE with application.  
Citizenship: Must be U.S. citizen or have legally declared an intent to become a citizen. If applicable, attach copy of CITIZENSHIP PAPER OF DECLARATION OF INTENT with application.

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Salary: Full-time starting salary: \$37,487.06; 1st yr. \$39,189.28; 2nd yr. \$40,942.98; 3rd yr. \$42,778.32; 4th yr. \$45,109.74  
Part-time hourly rate of pay: \$18.02

**ELIGIBLE LIST:** Candidates must pass the written exam to be placed on the eligible list for Corrections Officer. Placement is conditional to passing a criminal history record verification through both the Federal and the State of Ohio Bureau of Criminal Investigations (BCI) check. A candidate will also be required to pass a physical exam, post polygraph exam and psychological exam.

**SEE JOB DESCRIPTION FOR MORE DETAILS**

**EXTRA CREDIT**

**VETERAN'S CREDIT:** Veterans providing COPY OF HONORABLE OR UNDER-HONORABLE CONDITIONS DISCHARGE PAPERS OR CERTIFICATE OF SERVICE when filing their application shall receive an additional **20 percent** of their score, provided they receive a passing grade of 70 percent or better on the written exam.

**EDUCATION CREDIT:** Candidates providing a COPY OF BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE in any subject shall receive an additional **20 percent** of their score, provided they receive a passing grade of 70 percent or better on the written exam.

Candidates providing a COPY OF ASSOCIATE DEGREE FROM AN ACCREDITED COLLEGE in any subject shall receive an additional **10 percent** of their score, provided they receive a passing grade of 70 percent or better on the written exam.

**CORRECTIONS OFFICER:** Candidates providing satisfactory evidence of being employed as a CORRECTIONS OFFICER for at least one (1) year of the last three (3) years immediately preceding the date of the examination (July 19, 2022) shall receive an additional **10 percent** of their score, provided they receive a passing grade of 70 percent or better on the written exam.

**OPOTA:** Candidates providing a valid OPOTA CERTIFICATION FOR BASIC TRAINING FOR FULL-SERVICE JAIL PERSONNEL shall receive an additional **10 percent** of their score, provided they receive a passing grade of 70 percent or better on the written exam.

**THE MAXIMUM NOT ACCUMULATIVE TOTAL CREDIT SHALL BE 20 PERCENT OF A CANDIDATE'S PASSING SCORE**

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office at 440-885-8060.

By the order of the Parma Civil Service Commission  
Timothy A. Boyko, Chairman  
Daniel A. Hoffman  
An Equal Opportunity Employer